



ITM ICARUS Accreditation Application

Please draft your submission to ITM for **ITM ICARUS Environmental Accreditation – Silver level** on the document format of your choice (Word, Excel, PDF, HTML etc).

Please answer all of the following with as many specifics as possible. Failure to answer any single question, or part thereof will result in declined accreditation.

- 1. Demonstrate the results of your CO₂ reduction activity against absolute targets set** for at least all "Air" spend for the region and business division stated. Evidence must be provided to demonstrate that targets of at least 2.11% per annum have been reached over a 2 year period. Provide supporting evidence of the activity undertaken to reduce emissions through examples of communications, statements from company directors etc.
- 2. Provide evidence of activity which has eradicated and/or reduced CO₂ emissions** from your travel programme in the defined area. Such evidence might include samples of travel policy, authorisation forms, an overview of new technology purchased or a methodology to increase existing technology usage, examples of communications to managers, bookers and travellers etc. Identify operational changes to your business – such as acquisitions, sales or mergers – which may also account for a change in your absolute CO₂ emissions from travel
- 3. Introduce measurement and reduction of CO₂ across your top 2 travel commodities** (excluding air travel) e.g. rail and hotel, and show evidence that these two commodities are your top two expenditure commodities. Provide Management Information which identifies these as your top two travel sectors by expenditure, and provide a measurement methodology, assumptions made and final calculations.

Please Note: Once completed please forward to secretariat@itm.org.uk with the subject "ITM ICARUS Accreditation" with a Purchase Order for ITM to raise an invoice for the accreditation fee (£250 for ITM members and £400 for non-members). The fee is non-refundable regardless of accreditation outcome. Accreditation acceptance will be valid for 2 years from the date of award, although an accreditation supplement of £100 is required after 12 months. Accredited companies will be authorised to apply the ITM ICARUS Accreditation stamp on all paper and electronic publications and communications whilst accreditation is valid.

Submissions will be reviewed each quarter by the ICARUS Accreditation Panel (Details upon application) and either accepted, declined or referred for further information.